

MINUTE SUMMARY

Board of Directors Meeting

May 6, 2009

Start Time: 9:30 a.m.

LOCATION

**San Bernardino Associated Governments
Santa Fe Depot - SANBAG Lobby 1st Floor
1170 W. 3rd Street, San Bernardino, CA**

Board of Directors

President

Gary Ovitt, Supervisor
County of San Bernardino

Vice-President

Paul Eaton, Mayor
City of Montclair

Charley Glasper, Mayor
City of Adelanto

Rick Roelle, Mayor
Town of Apple Valley

Julie McIntyre, Mayor Pro Tem
City of Barstow

Bill Jahn, Mayor Pro Tem
City of Big Bear Lake

Dennis Yates, Mayor
City of Chino

Gwenn Norton-Perry, Council Member
City of Chino Hills

Kelly Chastain, Mayor
City of Colton

Mark Nuaimi, Mayor
City of Fontana

Bea Cortes, Council Member
City of Grand Terrace

Mike Leonard, Council Member
City of Hesperia

Larry McCallon, Council Member
City of Highland

Rhodes "Dusty" Rigsby, Mayor Pro Tem
City of Loma Linda

Jeff Williams, Mayor
City of Needles

Alan Wapner, Council Member
City of Ontario

Diane Williams, Council Member
City of Rancho Cucamonga

Patricia Gilbreath, Mayor Pro Tem
City of Redlands

Ed Scott, Council Member
City of Rialto

Patrick Morris, Mayor
City of San Bernardino

Jim Harris, Council Member
City of Twentynine Palms

John Pomierski, Mayor
City of Upland

Ryan McEachron, Council Member
City of Victorville

Richard Riddell, Mayor
City of Yucaipa

William Neeb, Council Member
Town of Yucca Valley

Brad Mitzelfelt, Supervisor
County of San Bernardino

Paul Biane, Supervisor
County of San Bernardino

Neil Derry, Supervisor
County of San Bernardino

Josie Gonzales, Supervisor
County of San Bernardino

Ray Wolfe, Caltrans
Ex-Officio Member

Deborah Robinson Barmack
Executive Director

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
County Congestion Management Agency
Service Authority for Freeway Emergencies**

MINUTE SUMMARY

AGENDA

May 6, 2009

9:30 a.m.

Location:

**San Bernardino Associated Governments
Santa Fe Depot
SANBAG Lobby, 1st Floor
1170 W. 3rd Street, San Bernardino**

To obtain additional information on any items, please contact the staff person listed under each item. You are encouraged to obtain any clarifying information prior to the meeting to allow the Board to move expeditiously in its deliberations. Additional meeting procedures and agenda explanations are attached to the end of this agenda.

Called to Order - 9:30 a.m. by Supervisor Gary Ovitt

I Pledge of Allegiance

II. Attendance

Charley Glasper, Adelanto

Rick Roelle, Apple Valley

Julie McIntyre, Barstow

Bill Jahn, Big Bear Lake

Dennis Yates, Chino

Gwenn Norton-Perry, Chino Hills

Kelly Chastain, Colton

Mark Nuaimi, Fontana

Bea Cortes, Grand Terrace

Mike Leonard, Hesperia

Larry McCallon, Highland

***Rhodes Rigsby, Loma Linda**

John Dutrey (Alt), Montclair

Jeff Williams, Needles

Alan Wapner, Ontario

***Diane Williams, Rancho Cucamonga**

***Arrived after the Consent Calendar**

****Departed after Closed Session**

Patricia Gilbreath, Redlands

Ed Scott, Rialto

Patrick Morris, San Bernardino

Jim Harris, Twentynine Palms

John Pomierski, Upland

Ryan McEachron, Victorville

Richard Riddell, Yucaipa

William Neeb, Yucca Valley

****Neil Derry, San Bernardino County**

Brad Mitzelfelt, San Bernardino County

Gary Ovitt, San Bernardino County

***Josie Gonzales, San Bernardino County**

Basem Muallem, Caltrans District 8

Jean-Rene Basle, SANBAG Counsel

Deborah Robinson Barmack, SANBAG

III. **Announcements:** Mayor Paul Eaton was not present due to surgery but would return to chair the next Administrative Committee Meeting. Southern California Association of Governments held an Open House immediately following the Board meeting to celebrate their new office in the Santa Fe Depot. Mayor Mark Nuaimi commented on the groundbreaking held April 9th for the Transportation Management Center in Fontana. SANBAG sold \$250 million of bonds at rates between 2.75 and 3.1%. Policy Committee meetings will be held on their scheduled dates and times with the exception of Plans & Programs which will meet at 1:00 p.m. on May 20th. The SCAG General Assembly will meet May 7 & 8 in La Quinta. The first public meeting on the I-15/I-215 Interchange Project will be held May 14th in Devore. A ribbon cutting ceremony will be held May 28th at 10:00 a.m. for the I-10/Live Oak Interchange in Yucaipa. May 9th is National Train Day, a celebration will be held at the Santa Fe Depot. A workshop on advancing goods movement in the Inland Empire will be held May 26th at 8:30 a.m. at the Marriott in Riverside. The Commuter Rail Report was not available at the time of the agenda mailing therefore it was mailed under separate cover. SANBAG will arrange a tour of the San Bernardino International Airport for Board members immediately following the Junerd Board meeting.

IV. **Agenda Notices/Modifications:** NONE

1. **Possible Conflict of Interest Issues for the Board Meeting of Pg. 13
May 6, 2009**

Note agenda item contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

***Note the following abstentions:**

- **Supervisor Gary Ovitt abstained on Agenda Item 16 stating a disqualifying campaign contribution in excess of \$250.**

Supervisor Neil Derry abstained on Agenda Item 16 stating a disqualifying campaign contribution in excess of \$250.

Supervisor Brad Mitzelfelt abstained on Agenda Items 15 and 16 stating a disqualifying campaign contribution in excess of \$250.

Consent Calendar

Items listed on the Consent Calendar are expected to be routine and non-controversial. These items have been discussed at SANBAG Policy Committee meetings and made available for public review as noted in the agenda. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Member Request. Items pulled from the consent calendar will be brought up under Agenda Item 26.

Administrative Matters

2. **Board of Directors Attendance Roster**

Notes/Actions:

***See Notes**

MOVED:

Nuaimi

SECOND:

Jahn

25-0-0

Pg. 15

Information Only

Consent Calendar Continued... .**Administrative Matters (Cont.)****3. Procurement Report for March 2009**

Pg. 19

Information Only

Receive Monthly Procurement Report. **William Stawarski**

This item was received by the Administrative Committee on April 8, 2009.

4. Disadvantaged Business Enterprise (DBE) Race Neutral and Race Conscious Program

Pg. 21

Approved Consent

1) Approve Amendment No. 2 to Contract A06071-2, with the California Department of Transportation relative to the Disadvantaged Business Enterprise (DBE) Program Plan Implementation with no cost implications.

2) Approve change of DBE Liaison from Deborah Robinson Barmack to Duane A. Baker. **Duane Baker**

This contract was originally reviewed by Legal Counsel. The recommended amendments were approved by the Administrative Policy Committee on April 8, 2009. It will be submitted for approval to the Board of Directors on May 6, 2009.

Regional & Quality of Life Programs**5. Amendment No. 2 to Contract No. 07-001 with Professional Communications Network (PCN) for call answering center (CAC) services**

Pg. 37

Approved Consent

Approve Amendment No. 2 to Contract No. 07-001 with PCN, to exercise the option to extend the contract for one year through June 30, 2010, at a one-year cost of \$85,500, for a new total not to exceed \$415,913. **Marla Modell**

This item was reviewed and unanimously recommended for approval by the Plans and Programs Committee on April 15, 2009. SAFE Counsel has approved the contract as to form.

6. Amendment No. 5 to reimbursement Contract No. 02-006 with the Riverside County Transportation Commission (RCTC) for call answering center (CAC) services

Pg. 43

Approved Consent

Approve Amendment No. 5 to Contract No. 02-006 with RCTC for reimbursement of revenue for their share of the call box CAC services, extending the contract for one year through June 30, 2010. Additional one year reimbursement is estimated to be \$27,573, with a total new reimbursement not to exceed \$620,989. **Marla Modell**

This item was reviewed and unanimously recommended for approval by the Plans and Programs Committee on April 15, 2009. SAFE Counsel has approved the contract as to form.

Consent Calendar Continued... .**Regional & Quality of Life Programs (Cont.)**

7. **Amendment No. 2 to Contract No. C07023 with the County Museum to extend the contract end date to November 1, 2009** Pg. 49 **Approved Consent**
- Approve Amendment 2 to Contract No. C07023 with the County of San Bernardino – San Bernardino County Museum for biological mapping services to extend the contract end date to November 1, 2009. **Ty Schuiling**
- This item was reviewed and unanimously recommended for approval by the Plans and Programs Policy Committee on April 15, 2009.
8. **Environmental Justice Goods Movement Study** Pg. 54 **Received & Filed**
- Receive information on the Environmental Justice Goods Movement Study. **Ty Schuiling**
- This item was reviewed by the Plans and Programs Committee on April 15, 2009.
- Mayor Chastain removed this item from the Consent Calendar to express her gratitude for including Colton in the Environmental Justice Movement Study. Additionally, she requested that comments from this study be forwarded for the Colton Crossing Study. SANBAG staff will take that as direction.

Subregional Transportation Planning & Programming

9. **Cooperative Agreement with the Southern California Association of Governments (SCAG) for Pass-Through and Management of Federal Metropolitan Planning (OWP) Funds** Pg. 69 **Approved Consent**
- Approve Amendment No. 2 to C08-015 amending the Continuing Cooperative Agreement (SCAG No. 07-019-S1) with SCAG to address use of in-kind local match and SCAG Overall Work Program (OWP) funding of RivSan Travel Demand Model Improvements within San Bernardino County in the amount of \$55,000 in OWP and in-kind match of \$7,128 for a total of \$62,126. **Ty Schuiling**
- This item was reviewed and unanimously recommended for approval by the Plans and Programs Policy Committee on April 15, 2009.

Consent Calendar Continued...**Subregional Transportation Planning & Programming (Cont)****10. Nexus Study Annual Cost Escalation Factor**

Pg. 78

Approved Consent

1) Modify the cost escalation methodology as follows:

a) Approve use of an annual cost escalation factor for future updates to the Nexus Study, rather than the five-year rolling average currently used.

b) Establish 0% as the floor and 15% as the ceiling for the annual cost escalation factor.

c) Approve crediting any amount under the floor or over the ceiling toward the next year that has a rate of escalation above the floor or under the ceiling.

2) Adopt 0% as the annual cost escalation factor for use in the Spring 2009 update to the SANBAG Development Mitigation Nexus Study

3) Apply the -3.2% difference between the escalation factor and Caltrans Construction Cost Items Index as credit toward the next year of positive cost escalation.

4) Allow jurisdictions to continue to extend the deferral of the 2008 cost escalation for one additional year, at their option. **Ty Schuiling**

This item was reviewed and unanimously recommended for approval by the Plans and Programs Committee on April 15, 2009.

Program Support/Council of Govts.**11. State and Federal Legislative Update**

Pg. 83

Received & FiledReceive information regarding SANBAG's recent legislative advocacy efforts. **Jennifer Franco**

This item was reviewed by the Administrative Committee on April 8, 2009 and is scheduled for review by the Board of Directors on May 6, 2009.

12. Surface Transportation Reauthorization Update

Pg. 89

Received & FiledReceive information regarding SANBAG's efforts to respond to a call for projects for the next surface transportation reauthorization bill. **Jennifer Franco**

This item was reviewed by the Administrative Committee on April 8, 2009 and is scheduled for review by the Board of Directors on May 6, 2009.

Consent Calendar Continued... .**Project Development**

- | | | |
|---|---------|--|
| 13. Amendment No. 1 to the Construction Cooperative Agreement No. 05-009 (Caltrans Agreement No. 8-1243) for Landscape Projects on State Route 210 in the City of Rancho Cucamonga | Pg. 98 | Approved Consent |
| <p>Approve Amendment No. 1 to the Construction Agreement No. 05-009 with Caltrans for Landscape Projects on the State Route 210 in the City of Rancho Cucamonga, to extend the termination date to June 30, 2013. Garry Cohoe</p> <p>This item was reviewed and unanimously recommended for approval by the Major Projects Committee on April 9, 2009. SANBAG Counsel has reviewed and approved the agreement as to form.</p> | | |
| 14. Amendment No. 1 to the Construction Cooperative Agreement No. 05-008 (Caltrans Agreement No. 8-1242) for Landscape Projects on State Route 210 in the City of Upland | Pg. 102 | Approved Consent |
| <p>Approve Amendment No. 1 to the Construction Agreement No. 05-008 with Caltrans for Landscape Projects on the State Route 210 in the City of Upland, to extend the termination date to June 30, 2013. Garry Cohoe</p> <p>This item was reviewed and unanimously recommended for approval by the Major Projects Committee on April 9, 2009. SANBAG counsel has reviewed and approved the agreement as to form.</p> | | |
| 15. Amendment No. 1 to Contract No. 06-043 with Jacobs Project Management Co. for Construction Management Services for Interstate 215 Segments 1 and 2 in the City of San Bernardino | Pg. 106 | Approved Consent
24-0-1
ABSTAINED:
Mitzelfelt |
| <p>Approve Amendment No. 1 to Contract No. 06-043 with Jacobs Project Management Co. for Construction Management Services for Interstate 215 Segments 1 and 2 in the City of San Bernardino for an additional \$28,228,797 to increase the total contract value to \$31,519,722. Garry Cohoe</p> <p>This item was reviewed and unanimously recommended for approval by the Major Projects Committee on April 9, 2009. SANBAG Counsel has reviewed and approved the agreement as to form.</p> | | |

Consent Calendar Continued....**Project Development (Cont.)****16. I-215 Bi-County Projects**

Pg. 132

**Approved Consent
22-0-3
ABSTAINED:
Mitzelfelt
Ovitt
Derry**

1) Approve Cooperative Agreement No. C09177 (District Agreement No. 8-1435) with Caltrans for PA&ED for the I-215 Bi County HOV Gap Closure Project.

2) Approve Amendment No. 2 to Contract No. 03045 with LSA Associates decreasing the total contract amount from \$4,077,878.06 to \$2,050,950.77.

3) Approve Amendment No. 2 to Contract No. 03046 with LAN Engineering decreasing the total contract amount from \$7,422,121.15 to \$5,808,927.61. **Garry Cohoe**

This item was reviewed and recommended for approval (13-0-1; Abstained: Paul Biane) by the Major Projects Committee on April 9, 2009. SANABG Counsel has reviewed and approved the agreement as to form.

17. Cooperative Agreement with Caltrans for the I-215 Mt. Vernon/Washington Interchange Reconstruction Project

Pg. 207

Approved Consent

Approve Cooperative Agreement No. C09178 (District Agreement No. 8-1440) with Caltrans for PA&ED for the I-215 Mt. Vernon/Washington Interchange Reconstruction Project. **Garry Cohoe**

This item was reviewed and unanimously recommended for approval by the Major Projects Committee on April 9, 2009. SANABG Counsel has reviewed and approved the agreement as to form.

Transit/Commuter Rail**18. Award of Contract C09114 for the Design Study for the Creation of a Consolidated Transportation Service Agency (CTSA) within the San Bernardino Valley**

Pg. 218

Approved Consent

Award of Contract C09114 – Design Study for the Creation of a Consolidated Transportation Service Agency within the San Bernardino Valley to the firm Innovative Paradigms a division of Paratransit, Inc. in an amount not to exceed \$99,477.93 as identified in the Financial Impact Section. **Mike Bair**

This item was reviewed and unanimously recommended for approval by the Plans and Programs Committee on April 15, 2009. SANBAG Counsel has reviewed and approved the agreement as to form.

Adjourned to Closed Session

CLOSED SESSION

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code Section 54956.9(a))**

San Bernardino Transportation Commission v. University Inn of America, et al. San Bernardino County Superior Court Case No. SCVSS 143145

Reconvened To:

Jean-Rene Basle stated the Board in close session approved a settlement with Mr. David Lee Evans for property in the Muscoy area in the amount of \$1,728,842.00. There is a liquidated damage provision of \$150,000 and that is full compensation for that piece of property.

DISCUSSION ITEMS

Administrative

19. Set Date for Election of Officers for 2009/2010

Pg. 239

Set election for President and Vice President of the SANBAG Board of Directors to be conducted at the June 3, 2009, meeting.
Duane Baker

This item has not been reviewed by any SANBAG policy committee.

**MOVED:
Jahn
SECOND:
Cortes
27-0-0**

20. Notice of Presidential Appointment to Southern California Association of Governments (SCAG) Energy and Environment Committee

Pg. 243

Note appointment by the SANBAG Board President of Rialto City Council Member Ed Scott to fill a vacancy on the SCAG Energy and Environment Committee. **Duane Baker**

This item has not received prior policy committee review.

Council Member McCallon announced vacancies on the Community, Economic, and Human Development Committee and the Transportation and Communications Committee as well as one vacancy on the Energy and Environment Committee.

Information Only

Discussion Items Continued...**Administrative (Cont.)****21. Fiscal Year 2009/2010 Budget Program Overview**

Pg. 245

1. Presentation of the 2009/2010 Proposed Budget; and
2. Schedule the Board of Directors Budget Workshop for 9:00 a.m., Wednesday, May 13, 2009, to be held in conjunction with the Administrative Committee Meeting; and
3. Schedule the public hearing and adoption of the 2009/2010 Budget for the June 3, 2009 Board of Directors' Meeting.
William Stawarski

All five of the SANBAG policy committees have reviewed task descriptions and budget for activities under their purview. The Administrative Committee has also reviewed and unanimously received the elements related to the agency-wide programs, the fringe/indirect allocations, revenue projections and planned expenditures.

MOVED:
Norton-Perry
SECOND:
Chastain
27-0-0

Regional & Quality of Life Programs**22. Selection of a 511 Provider for San Bernardino County**

Pg. 247

1. Direct Staff to develop an agreement with the Riverside County Transportation Commission (RCTC) for 511 services in the Inland Empire, with a 50% cost sharing arrangement, to be brought back to the Board for review and approval in June.
2. Direct staff to work with neighboring Counties, States, as well as impacted public agencies, to ensure seamless implementation of a regional 511 system, including addressing interoperability, call transfer/forwarding, telephone provisioning and other issues which may arise. **Michelle Kirkhoff**

This item was reviewed and unanimously recommended for approval by the Plans and Programs Policy Committee on April 15, 2009. SANBAG legal counsel has reviewed the LA SAFE Agreement C09195 as to form.

MOVED:
Nuaimi
SECOND:
Cortes
27-0-0

Discussion Items Continued...**Transportation Programs & Fund Administration****23. Local Transportation Fund (LTF) Revised Apportionment for Fiscal Year 2008/2009** Pg. 285

1.) Approve a decrease of \$4,700,000 to the Fiscal Year 2008/2009 LTF Receipts for a new total \$63,826,000.

2.) Re-approve the use of \$1,669,389 in prior year unrestricted fund balance to increase the Fiscal Year 2008/2009 Apportionment to an adopted level of \$65,495,389.

3.) Retain the estimated interest earnings of \$2,000,000 as a fund Reserve for any shortfall in the current or subsequent fiscal year.
Victoria Baker

Due to time constraints this item is being presented directly to the Board of Directors for discussion.

MOVED:
Gilbreath
SECOND:
Cortes
27-0-0

Project Development**24. Approve plans and specifications and Authorize advertising for Construction Bids for I-215 Segments 1 and 2** Pg. 288

Approve plans and specifications and Authorize advertising for Construction Bids for I-215 Segments 1 and 2 in the City of San Bernardino. **Garry Cohoe**

This item has not had prior policy committee review.

MOVED:
Pomierski
SECOND:
Morris
27-0-0

Administrative**25. Computer Administration and Management Services Contract** Pg. 289

Approve Sole Source Contract No. A09192 with TH Enterprises for Computer Administration and Management Services for an amount not to exceed \$178,872 as specified in the Financial Impact Section.
Duane Baker

This item was reviewed by the Administrative Committee on April 8, 2009 and unanimously recommended for approval. This item is scheduled for review by the Board of Directors on May 6, 2009 and was reviewed by SANBAG Counsel as to legal form.

MOVED:
Norton-Perry
SECOND:
D. Williams
27-0-0

Other Matters

26. Consent Calendar Items Pulled for Discussion: NONE

Comments from Board Members

Mayor Pro Tem Jahn announced the start of the SCAG Regional Council meeting tomorrow, May 7, 2009 in La Quinta.

Public Comment

NONE

ADJOURNMENT at 10:25 a.m.

Additional Information

Agency Reports/Committee Memberships

Commuter Rail Report (*Not available at time of mailing*)

Mayor Pro Tem Patricia Gilbreath

South Coast Air Quality Management Report

Pg. 300

Mayor Dennis Yates

Mobile Source Air Pollution Reduction Review Committee (MSRC)

Pg. 302

Council Member Gwenn Norton-Perry

SCAG Committees

Pg. 304

SCAG Regional Council

SCAG Policy Committees

Community, Economic and Human Development

Energy and Environment

Transportation and Communications

SANBAG Policy Committees

Pg. 305

Acronym List

Pg. 308

Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Meeting Procedures and Rules of Conduct

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Agenda Actions – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

Closed Session Agenda Items – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the SANBAG Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item when an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in "Public Testimony on any Item" still apply.*

Disruptive Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

**SANBAG General Practices for Conducting Meetings
of
Board of Directors and Policy Committees**

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

The Vote as specified in the SANBAG Bylaws.

- Each member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he would like to amend his motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Board/Committee Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

Adopted By SANBAG Board of Directors January 2008